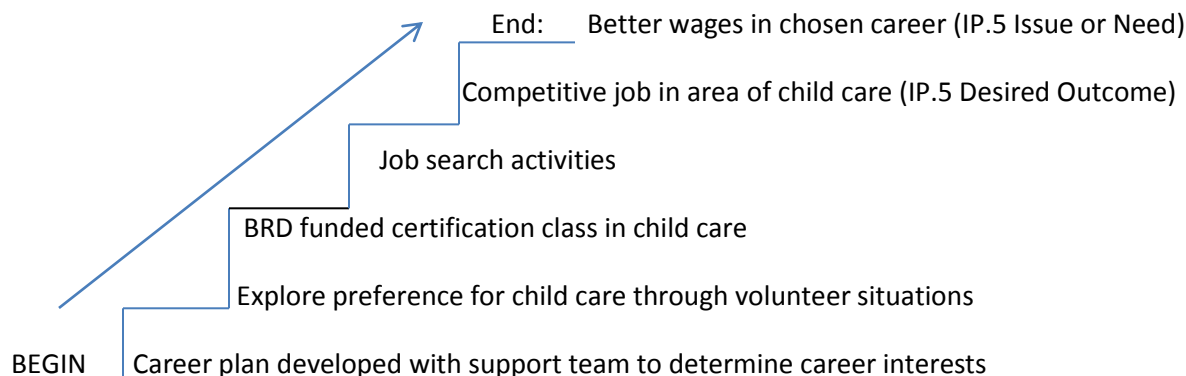


DDS : IP.5 Sample Employment Goals and Action Plans to Achieve Employment Outcomes

Finding and landing the right job can be a long and complex process that may seem overwhelming for an individual and his or her support team. It is often helpful to break down the job search into smaller, achievable tasks which are clearly defined with assigned responsibilities. It may also be helpful to look at the progression in a visual manner as shown below. This is an example of an individual who likes children and is thinking of a job in the area of child care. These are larger steps that will need to be broken down into very specific series of activities.



The lists below are examples of job exploration and job search activities that might help a team to think about concrete action steps. Every action step will need to be very specific, doable, and measurable with someone assigned to complete that activity by a certain date. In an optimal situation, a person centered career plan has already been completed and has already identified necessary strategies and action steps. If that is the case, those action steps are easily adapted to the IP format. These lists are just examples – there are many other creative and unique ways to help someone along their journey to their dream job.

Career Exploration:

- Conduct interest inventories, assessments
- Visit various work sites
- Try out different work crew options on a time limited basis
- Job shadow another individual on the job
- Set up various volunteer situations to try different fields of interest
- Refer for benefits analysis to address any concerns about impact of wages
- Develop an employment profile based upon preferences, abilities and needs
- Join a Job Club or Self Advocacy group to learn from others
- Assist the person to talk to friends and family members about careers
- Set up short term employment situations with provider agencies, families or friends to try out a try out potential areas of interest (i.e.: mowing lawns, answering phones, pet care etc.)

- Determine if the individual would prefer to work with an agency or hire their own employment staff to assist them

Job Preparation

- Increase current hours of work if already employed on a work crew
- Increase chores and responsibilities at home
- Assess learning styles and impact on potential job search
- Assess strengths and skills that might generalized to employment: develop strategies for growth
- Identify any “soft skill” areas of enhancement and develop teaching strategies
- Participate in a soft skill training course
- Research adult education or training classes that may be helpful for a job
- Develop resume, cover letter, video portfolio
- Make a list of references and give them copies of resume
- Work on job seeking skills such as filling out applications, interviews etc.
- Review clothing and grooming expectations for interviews
- Sign up at local CTWork Center and participate in available courses and resources
- Identify and address any transportation needs (travel training)
- Assess the types of supervision and support that would be most effective
- Refer to BRS for additional assistance: possible work evaluation, job development, etc.
- Investigate work incentives such as PASS, IRWE
- Identify needs for assistive technology that would increase independence on the job

Job Search:

- Create a circle of support and identify personal networks of families and friends as well as professional networks to assist with job search
- Develop individualized marketing plan
- Identify list of possible employers within available transportation that match person’s interests and needs
- Set up goal for employer contacts
- Set up working interview if needed
- Workplace analysis to determine match and possible support strategies
- Identification of natural supports
- Job Customization: negotiating hours, tasks, accommodations etc.